

PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES
WEDNESDAY, SEPTEMBER 3, 2014
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD

The September 3, 2014 meeting of the Parks, Properties and Streets Committee was called to order by Committee Chair Dave Lienau at 2:15 P.M.

Present: Committee Chair Dave Lienau and members John Clove, Sharon Doerschling and Scott Baker.

Staff Members: Village Administrator Zeke Jackson, Facilities Manager Steve Mann, and Administrative Assistant Janal Suppanz.

Others: Lyle Bruss, Jeff Pfeifer, Dick Staver, Jarred Schmidt of Robert E. Lee & Associates, Britt Unkefer and one other individual.

Comments, correspondence and concerns from the public:

A copy of a diagram which was received from the Wisconsin Dept. of Transportation depicting the proposed right-of-way at the intersection of Maple Drive and N. Bay Shore Drive was included in the meeting packets. Jackson does not believe this design option will be workable or safe. The Committee members agreed and asked that Jackson pass that information on to D.O.T. officials ASAP.

Approval of Agenda:

A motion was made by Clove seconded by Baker that the Agenda for the September 3, 2014 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.

Business Items:

Item No. 3. Discussion on the Canterbury Lane extension modifications and report from Jarred Schmidt of REL; Consider a motion to make a recommendation to the appropriate deliberative bodies for further action:

Lyle Bruss has requested that the elevations of the Canterbury Lane extension be reduced as it will adversely affect his property. Jackson asked the Village's Engineer, Jarred Schmidt of Robert E. Lee & Associates, to determine if Bruss' request would even be feasible, and Schmidt estimated that it would cost \$10,000 to \$20,000 to do the required work plus the cost of lowering the water main. If additional blasting is required, then it could cost \$15,000 to \$20,000 more. Schmidt presented a Storm Water plan for the SCAND expansion project and explained that based upon cost considerations and logistical issues the proposed roadway elevations are preferred.

The question arose as to whether aprons would be an option for Bruss' property, and Schmidt responded that the topography is not conducive to that type of action. Up until the time that the Canterbury Lane extension is created Bruss' property will basically be undevelopable, and, therefore, significant value will be added. If anyone ever decides to develop the Bruss property they would have to design their project with the existing roadway and topography in mind.

1 Lyle Bruss was present and noted that neither he nor his children have plans to develop his
2 property. He believes the Canterbury Lane extension should be installed, but he also
3 believes the impacts on existing property owners should have been considered when the
4 roadway was being designed. His main concern is what the finished grade of Canterbury
5 Lane will look like and how it will affect he and his neighbors.

6
7 **Item No. 11. Report from Steve Mann on activities:**

8 Mann reported on the following issues:

- 9 • Dick Staver of the Sister Bay Bays asked if it would be possible for them
10 to install sinks with drains in the baseball concession stand as it is quite
11 inconvenient to carry dishwater. Mann did some research on this issue
12 and discovered that the State Building Code requires that four sinks be
13 installed in the concession stand. Mike Lundquist of Lundquist
14 Plumbing also suggested that a small lift station be installed to
15 accommodate the additional water flow. Mann believes it would make
16 the most sense to install a sewer line that is large enough to
17 accommodate restroom flows in case such an appurtenance is ever
18 installed. The estimated cost of the suggested improvements is \$7,000.
19 To date the Bays have raised approximately \$5,000 to cover the cost of
20 the proposed project.

21
22 *A motion was made by Doersching, seconded by Clove that the Parks Committee approves*
23 *of the installation of four sinks in the baseball concession stand at the Sports Complex and*
24 *also approves of the installation of a small lift station to handle water flows coming from*
25 *those sinks in accord with the proposal from Lundquist Plumbing which was reviewed at*
26 *this meeting. The sewer line which is installed shall be large enough to accommodate*
27 *potential restroom flows. The Village will pay \$2,500 of the costs associated with the sink*
28 *installation project and the balance shall be paid by the Sister Bay Bays. The \$2,500 shall*
29 *be withdrawn from the Various Parks Project Account. Motion carried – All ayes.*

- 30
31 • The electrical panel on the stone wall by the kayak launch area in
32 Waterfront Park is being moved in anticipation of work commencing on the
33 beach project. Mike Maltby has suggested that a smaller electrical panel be
34 installed, but Mann does not believe that is necessary. The Committee
35 members agreed.
36
37 • The work will be commencing on the lateral for the Village Hall and
38 boathouse soon.
39
40 • The split-rail fence which was in front of the Performance Pavilion has been
41 removed and is now out at the Sports Complex. Because the fence was
42 installed at the Sports Complex some of the large rocks which were out
43 there have been removed.
44
45 • The Village is all out of “black dirt” and the employees at Hockers
46 Excavating will be stripping the compost pile so that there is more black dirt
47 available.
48

- Different route markers will be used for the Door County Century and Peninsula Century Bike Rides this year. The new markers are stickers of sorts which are biodegradable.
- Since nearly all the Village's waterfront property has officially been named "Waterfront Park" workmen from outside the area have a difficult time locating job sites and identifying them on invoices. He and the other Parks Dept. employees will frequently refer to "The Helms Property", "Hendrickson Park", "Lienau Hill" or "Al's Land", but people from outside the area have no clue as to what they are talking about. Lengthy discussion took place regarding this issue and the Committee members indicated that they can understand Mann's concerns but do not want to change the official name designation for the Village's waterfront property.

Item No. 13. Discussion on other parks and streets activities:

Mann and Jackson met with Pat Hockers regarding creation of the kids sledding hill, and work should be commencing on that project soon. The hill which is being considered will be approximately 20' higher than it already is and will have a gradual slope.

Item No. 1. Report from Steve Mann on right-of-way clearing by property owners on Village roads; consider action if necessary:

Mann gave the following oral report:

- Employees from the Door County Highway Dept. were asked to see that 6' of the rights-of-way are mowed on all Village streets and roads. They started mowing today and were instructed to avoid all flowers, trees and bushes.
- Chipping should be done soon.

Several of the Committee members noted that some of the properties in the Village which abut the highway are not maintained in accord with the Village's property maintenance standards. Jackson will contact the affected property owners ASAP.

Item No. 2. Update on the Pavilion Project:

The lighting and sound equipment has not been installed in the performance pavilion yet and work is ongoing on the punch list.

Item No. 5. Update on DOT 6(f) conversion; parcels involved:

When the work is done on the highway reconstruction project the D.O.T. will be acquiring a portion of Waterfront Park for right-of-way purposes, and in accord with State regulations must replace that property in-kind. The Parks Committee recommended that the property adjoining the Fire Station and/or the property abutting the brick parking lot on Mill Road be considered, but because the property adjoining the Fire Station mainly consists of wetlands that property will not even be considered. It was the consensus that if the property on Mill Road is chosen for 6(f) conversion it would be wise to create expanded parking areas.

A motion was made by Lienau, seconded by Baker that Jackson shall hire a designer to create a conceptual plan for an expanded parking area on the property abutting the brick

1 *parking lot on Mill Road, as that property is being considered for 6(f) conversion. Motion*
2 *carried – All ayes.*

3
4 **Item No. 4. Consider a motion to establish adjusted times for parking in Waterfront Park:**

5 At the last meeting of the Parks Committee the decision was made that no parking would
6 be allowed in Waterfront Park from 2:00 A.M. to 6:00 A.M. Prior to that meeting no
7 parking was allowed in the park from 10:00 P.M. to 6:00 A.M. Doersching stated that she
8 believes the new rules should be reconsidered as she is afraid that all the work which was
9 done to discourage drug trafficking within the Village limits will be compromised. She
10 believes there are ample parking areas on the streets.

11
12 Britt Unkefer noted that some of his customers as well as employees have received parking
13 citations when they park in Waterfront Park. There seems to be some confusion as to
14 whether or not the “parking” regulations pertain to “parkland” and ill-will has been
15 created.

16
17 Lienau, Clove and Baker indicated that they can understand the concerns which have been
18 voiced but believe the new regulations should stand.

19
20 *A motion was made by Lienau, seconded by Clove that no parking will be allowed in*
21 *Waterfront Park from 2:00 A.M. to 6:00 A.M. Motion carried with Doersching opposed.*

22
23 **Item No. 6. Discuss proposals for way-finding signage in the Village:**

24 When work is done on the highway reconstruction project quite a few of the slat signs will
25 have to be removed as they are located within the rights-of-way. Jackson presented a
26 sample of way-finding signage which is used in another municipality and noted that he
27 believes Village officials should consider installing something similar. Jackson will consult
28 with a designer and make a presentation regarding way-finding signage at a future meeting.

29
30 **Item No. 8. Discussion on the CIP proposal for 2015-2016 Highway Project Events;**
31 **Detour Light Show and Holiday Festival; Consider making a recommendation to the**
32 **appropriate deliberative bodies for further action:**

33 The Utilities Reconstruction Project had a significant negative impact on downtown
34 businesses. The suggestion has been made that holiday decorations and fantastic light
35 displays be erected all along the 2015-2016 Highway Reconstruction Project detour route,
36 and that some type of holiday/winter festival be considered.

37
38 *It was the consensus that Village staff members shall do some brainstorming regarding*
39 *potential detour route holiday light displays which could be erected and present a proposal*
40 *which includes cost estimates to the Parks Committee ASAP.*

41
42 *The Committee members will give some thought to the concept of conducting a*
43 *holiday/winter festival and be prepared to discuss that issue at a future Parks Committee*
44 *Meeting.*

45
46 **Item No. 9. Discussion on a public art project; Consider a motion to direct staff to take**
47 **further action/make a recommendation to the appropriate deliberative bodies for further**
48 **action:**

49 *A motion was made by Lienau, seconded by Clove that staff members shall do some*

1 research regarding potential public art projects which could be initiated in Sister Bay and
2 make a recommendation regarding that issue ASAP. Motion carried – All ayes.

3
4 **Item No. 10. Review the proposed 2015 operations budget; consider a motion to direct**
5 **staff to take further action/make a recommendation to appropriate deliberative bodies**
6 **for consideration:**

7 *The proposed 2015 operations budget for the Parks Department was included in the*
8 *meeting packets and the Committee members jointly reviewed that document. It was the*
9 *consensus that the budget is acceptable as presented.*

10
11 **Item No. 12. Discussion on trackless maintenance:**

12 The required trackless repairs cost approximately \$5,600. The employees from Bruce
13 Municipal should be returning it soon.

14
15 **No. 7. Discussion on planning for a Family Fireworks Event in 2015; consider a motion to**
16 **recommend action to the Board:**

17 *It was the consensus that this Agenda item shall be tabled.*

18
19 **Item No. 14. Discussion regarding matters to be placed on a future agenda or referred to**
20 **a committee, official or employee:**

21 *The following issues will be placed on a future agenda or referred to a committee, official*
22 *or employee:*

- 23 • *Discussion regarding funding for and operation of the TKH Ice Rink will*
24 *take place at a future Parks Committee Meeting.*
- 25 • *Discussion regarding funding for and operation of the Teen Center will take*
26 *place at a future Parks Committee Meeting.*
- 27 • *The Committee members will give some thought to the concept of*
28 *conducting a holiday/winter festival and be prepared to discuss that issue at*
29 *a future Parks Committee Meeting(s).*
- 30 • *Jackson will consult with a designer and make a presentation regarding*
31 *way-finding signage at a future meeting.*
- 32 • *Village staff members will do some brainstorming regarding potential detour*
33 *route holiday light displays and present a proposal which includes cost*
34 *estimates to the Parks Committee ASAP.*
- 35 • *Staff members will do some research regarding potential public art projects*
36 *and make a recommendation to the Parks Committee ASAP.*

37
38 **Adjournment:**

39 *A motion was made by Doersching, seconded by Baker to adjourn the meeting of the*
40 *Parks Committee at 5:09 P.M. Motion carried – All ayes.*

41
42 Respectfully submitted,

43 

44 Janal Suppanz,
45 Administrative Assistant